



JOB POSTING

Technical Assistant 2, Community Affairs

UNCLASSIFIED APPOINTMENT

(UNCLASSIFIED APPOINTMENT NOT TO EXCEED SEPTEMBER 30, 2017)

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| POSTING NUMBER: | HR- 0156 | ISSUE DATE: | November 25, 2013 |
| TITLE: | Technical Assistant 2, Community Affairs | CLOSING DATE: | December 9, 2013 |
| DIVISION / UNIT: | Sandy Recovery Division | SALARY RANGE: | P17: \$42,353.03 - \$59,681.18 |
| LOCATION: | 101 South Broad Street Trenton, New Jersey 08625 | DISTRIBUTION: | STATEWIDE |
| POSITIONS: | 3 | | |

DESCRIPTION OF MAJOR DUTIES:

Under direction of the Assistant Director of Operations or other supervisory official in the Department of Community affairs/Sandy Recovery Division work with selected escrow agent to establish and monitor individual escrow accounts related to the Reconstruction, Rehabilitation, Elevation and Mitigation (RREM) program or any other Sandy Recovery program which may require escrow accounts. Provide training/support to housing advisors on the procedural requirements of setting up an escrow account; monitor account information to insure all appropriate security measures are in place to protect sensitive financial information; responsible for administrative process to approve transfers out or various escrow accounts; performs other related duties as required.

EXPERIENCE:

Four (4) years of experience in providing technical assistance to state and/or local communities or agencies, completing forms or applications, resolving complaints, or interpreting rules, regulations, policies, and procedures to the public, and reviewing documents for accuracy and content.

NOTE: Applicants who do not possess the required experience may substitute education as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE: Four year college degree in business/finance and working knowledge of escrow account management, electronic funds transfers and automated clearing house transactions preferred.

LICENSE: Appointees will be required to possess a valid driver's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:

Office of Human Resources
New Jersey Department of Community Affairs
HR# - 0156
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.state.nj.us

NOTE: In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer